



# St. Thomas Orthodox Church

620 N. Rockwell Ave. Oklahoma City, OK

[www.stthomasokc.com](http://www.stthomasokc.com)

## Building Committee INVITATION FOR QUOTATION



### 1.0 INTRODUCTION

The members of St. Thomas Orthodox Church, Oklahoma City has decided to construct a fellowship hall of around 4000 Sq. Ft adjacent to our Church located at 620 N. Rockwell Ave. Oklahoma City, OK. And a covered walkway joining the church and the hall. All registered contractors are cordially invited to submit a quotation for construction of the same as per specifications below.

### 2.0 CONDITIONS AND SPECIFICATIONS (SCOPE OF WORK)

1. **Deadline to receive quotations is 12/31/2008.** Submissions received after this date will not be considered. Quote provided should contain all details of work as intended to be done.
2. Building should be constructed according to the plan provided in Appendix 1.0
3. **All quotes should have a validity of 90 days from the date of submission.**
4. Work should be completed 180 days from date of commencement, which should be before 03/31/2009.
5. Church will provide all plans and drawings for construction, a copy of which is provided with this application. Blue print is also available at Church and will be available on request or visit [www.stthomasokc.com](http://www.stthomasokc.com) for the same.
6. This will be a "Turn-in-Key" project. Quotation should include all costs therein. Including:-
  - a. All approvals/ clearances from the City of Oklahoma City, OG&E, ONG, fire marshal and any other governmental authorities. Any documentation required from the Church will be provided in a timely manner.
  - b. All earth work and landscaping as necessary
  - c. Air conditioning, Heating, Plumbing, electrical work and flooring
    - i. There should be separate Air Conditioning for
      1. The hall, foyer, restrooms, MGOCSM room and Kitchen
      2. The office and Bedroom
7. Quote should meet the following requirements:-
  - a. Construction should STRICTLY follow all measurements provided in the drawing.
  - b. Building exterior can be made of
    - i. Metal structure with metal roof
    - ii. Brick structure with shingle roof
  - c. Flooring material
    - i. Flooring material for Bedroom, Office and MGOCSM room will be carpet
    - ii. Flooring material for Foyer, Restrooms, attached bath and Kitchen will be vitrified tiles
    - iii. Flooring material for the Hall area to be provided in the quote below
  - d. Performance Stage (Temporary) Minimum of 12 X 14 made of wood
  - e. Bedroom with attached bath and closet. This bathroom will have a bath shower and no bath tub.
  - f. An Office Room
  - g. An MGOCSM (Youth) Office Room

- h. Kitchen with Pantry and will be equipped with a 4-burner electric stove, an electric oven and a microwave oven
  - i. Following doors will have locks- Main entrance to the hall, Church office, MGOCSM room and Pantry room
  - j. Telephone jacks will be provided in Church Office and Bedroom
  - k. Two Separate restrooms for
    - i. Men's:- Three units with handicap accessibility
    - ii. Women's:- Three units with handicap accessibility
  - l. Ceiling fans
    - i. Parallel series of ceiling fans of 5 on each side (Total of 10 fans) to be provided in the hall area
    - ii. Ceiling fan will be provided in the Bedroom, office room and MGOCSM rooms
8. Contractor should provide all equipment, supplies and labor required to complete the work and will excavate/ dispose all excess material from Church property.
9. Contractor will provide all required documentation verifying required insurance coverage and Workers Compensation Board coverage for his on-site employees. Church will not be responsible for any construction accident on site.
10. Major decisions about the construction should not be made without consenting more than one of the below mentioned officials. Builder's only point of contact(s) about this construction will be one of the following Church Officials:-
- a. Church President/ Vicar
  - b. Church Secretary
  - c. Building Committee Convener
- Consent from at least two of the above should be received before making any changes to this contract
11. Final payment will be made only after
- a. The builder hands over the final clearance certificate from the City of Oklahoma City
  - b. Building has been completed to the satisfaction of Church Building Committee
  - c. Contractor will provide a legal statement that there are no liens on the new building and he will be liable, if there are any in future.

### **3.0 AWARD OF CONTRACT**

The Church will award the project based on availability of the proponent to get work completed in time, the lowest cost and compliance with the scope of work and all specifications herein. The Church Building Committee reserves the right to disqualify any quote that fails to meet any requirement of this Invitation to Quote. It also reserves the right to not award this project as a whole or in part, for any reason whatsoever, at its sole discretion.

### **4.0 LICENSES, PERMITS AND INSURANCE**

The Supplier shall obtain all licenses, permits, approvals, and insurance required under the Laws of the State of Oklahoma and the City of Oklahoma City with regard to its own activity under this contract. The Supplier will provide and maintain, either by way of a separate policy, or by endorsement to an existing policy, comprehensive General Liability Insurance, acceptable to the Church Building Committee and subject to the limits against occurrence of bodily injury, and/ or damage to property including loss of use thereof. Prior to commencement of work, the supplier will provide the Church with the following but not limited to-

- 1. Clearance for construction from Fire Marshall's office
- 2. Clearance from City of Oklahoma City

3. A Certificate of Insurance demonstrating that the Supplier's insurance coverage meets or exceeds the insurance requirements herein.

## 5.0 PAYMENT TERMS AND LIENS

Payments will be made by the Church on a stage basis as it is completed. Stages are:-

Stage 1- Completion of earth work

Stage 2- Completion of concrete foundation

Stage 3- Completion of framing

Stage 4- Completion of all exterior work and roofing

Stage 5- Completion of all interior work, flooring and landscaping. This is the Final Payment\*

Upon completion of each stage:

- a. Contractor will submit an invoice to the Church building committee
  - b. Committee members will inspect the work before making each payment
  - c. If work is satisfactory, payment will be made within fourteen (14) days from the receipt of the invoice.
- Final Payment:- Church needs to receive a legal attested statement from the builder that there are no liens on the property or the building and only the builder will be responsible for any liens on the construction in future.

## 6.0 SUBMITTING APPLICATION

1. Quotes can be mailed in on official form (attached) to  
**St. Thomas Orthodox Church of India**  
PO Box 1565  
Bethany, OK 73008  
It can also be provided on your company letterhead
2. Quotes can be emailed to [sttmoc@gmail.com](mailto:sttmoc@gmail.com) with the subject "QUOTE"
3. Quotes can be hand delivered at the Church every Sunday from 8 AM to 11.30 AM or can be delivered through a Church member

## 7.0 RULES AND REGULATIONS

- QUOTES RECEIVED AFTER 12/31/2008 WILL NOT BE ACCEPTED
- ALL QUOTES SHOULD BE SIGNED AND DATED OR SENT FROM A VALID EMAIL ID
- QUOTES WILL BE VALID FOR 90 DAYS FROM THE DATE IT WAS SIGNED
- DECISION OF THE BUILDING COMMITTEE WILL BE FINAL
- ALL APPLICANTS WILL BE INFORMED BY 01/15/2009
- BY SIGNING THIS DOCUMENT, YOU ARE AGREEING TO ALL CONDITIONS STIPULATED IN 1.0 THROUGH 7.0
- NO CHANGES CAN BE MADE TO THE QUOTE ONCE IT IS SUBMITTED
- ONLY ONE QUOTE WILL BE ACCEPTED PER APPLICANT

## 8.0 ATTACHMENTS

1. 9.0 Quote Form
2. 10.0 Building Front Elevation
3. 11.0 Building Floor Plan
4. 12.0 Covered Walkway Plan